



# City of Santa Barbara

## MAILING LABEL PREPARATION FOR PROPERTY OWNERS

To comply with the legal notice requirements as set forth in the Municipal Code and/or State laws, each applicant shall supply or pay the City a fee to generate **TWO (2) sets** of mailing labels for the property owners within a specified distance of the property involved. Please note that the City is unable to prepare residential tenant mailing labels, where required:

1. The specified distances are measured perpendicular to the property lines of the property involved. The required distances and an example of the radius for noticing are on the reverse side.
2. The mailing labels must contain the following information:
  - Assessor Parcel Number of the property owned by the Property Owner
  - Property Owner's Name(s)
  - Property Owner's Address
3. The mailing labels must be compiled from the latest County Assessor's tax rolls and updates. The Assessor's Office is located at 105 East Anapamu Street at (805) 568-2550.
4. The Assessor Parcel Numbers, names and addresses that have been compiled must be **TYPED** on self-adhesive labels in the format shown below.

**EXAMPLE:**

99-010-01 MELENDEZ DEVELOPMENT CO 100 ANITA ST SANTA BARBARA CA 93101
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5. Include a label for the **owner of the property** involved in the project, and labels for anyone (agents, architects or other interested parties) who wish to be notified of the public hearing. Please put an asterisk (\*) beside the names of the property owner and other interested parties.
6. An affidavit signed by the person(s) who have compiled the property owner labels, which certifies that it is complete is also required.

<b>REQUIRED DISTANCES FOR NOTIFICATION OF PROPERTY OWNERS AND RESIDENTIAL TENANTS FOR DEVELOPMENT APPLICATIONS</b>		
<b>TYPE OF PROJECT</b>	<b>OWNERS</b>	<b>TENANTS</b>
Coastal Development Permit (Appealable Jurisdiction)	100 feet	100 feet
Coastal Development Permit (Non-Appealable Jurisdiction)	300 feet	100 feet
Conditional Use Permit	450 feet	Not Required
Development Plan	100 feet	Not Required
General Plan Amendment	450 feet	Not Required
Large Family Day Care	100 feet	Not Required
Lot Line Adjustment	Not Req'd.	Not Required
Modification by the Modification Hearing Officer or Planning Commission	100 feet	Not Required
Neighborhood Preservation Ordinance Review by Planning Commission	450 feet	Not Required
P-R Zone ( <i>See SBMC §28.37.010 for noticing and posting requirements.</i> )	100 or 450 ft.	Not Required
Performance Standard Permit by the Modification Hearing Officer	100 feet	Not Required
Specific Plan, Transfer of Existing Development Rights	450 feet	Not Required
Subdivision (including New Condominiums)	450 feet	Not Required
Subdivision (including Condominium Conversion*)	450 feet	Project Site
Zone Change, Annexation	450 feet	Not Required

*\*Note: Additional posting of the site and tenant noticing is required as outlined in SBMC §28.88.090 and §28.88.100.*

**EXAMPLE SHOWING PARCELS WITHIN 450 FEET OF THE SUBJECT PROPERTY**

